

## **General Counsel, Child and Family Services Agency**

The Child and Family Services Agency (“CFSA”) seeks candidates for the position of General Counsel. The District of Columbia Child and Family Services Agency provides important services to promote the safety and well-being of children and families. The agency coordinates public and private partnerships to preserve families through foster care, adoption, and child welfare services, and to protect children against abuse or neglect.

The General Counsel is responsible for ensuring that the attorneys at the Office of the Attorney General for the District of Columbia, consistent with District and federal laws, relevant memoranda of understanding and the *LaShawn* Modified Final Order and Implementation Plan, implement the objectives of CFSA. The General Counsel also handles a variety of other matters, including: (1) drafting legislation, regulations and Council testimony, and District government agency reports to the Mayor, (2) negotiating and drafting memoranda of understanding with other District agencies, (3) participating in meetings with Council members and staff and officials in the Executive Office of the Mayor, (4) assisting CFSA’s senior management team on various agency legal issues, and (5) managing the agency’s handling of risk management issues, FOIA requests, and agency performance management issues.

### **REQUIREMENTS**

The successful candidate for this position must have a J.D. degree, a working knowledge of the operations of the District government, supervisory experience, effective interpersonal skills, and effective oral and written litigation skills. The successful candidate must also have a demonstrated knowledge of the federal and District public laws, including: Title IV-B and IV-E of the Social Security Act, the federal Adoption and Safe Families Act of 1977 and D.C. Adoption and Safe Families Act of 2000 and amendments thereto, the Prevention of Child Abuse and Neglect Act of 1977, the Child and Family Services Agency Establishment Amendment Act of 2001, and District of Columbia law pertaining to procurement and personnel.

Candidates for this position may be subject to criminal background checks. The selected candidate must be a resident of the District of Columbia, or must move into the District within 6 months of appointment and remain a District resident as long as he/she holds the position.

This position is a DS-16 position in the Legal Service.

### **APPLICATION PROCEDURES – STAFF POSITIONS**

To be considered for one or more positions with the Office of the Attorney General, submit **one** application package, together with salary history and requirements, to:

**Attorney Hiring Committee  
Office of the Attorney General  
441 4th Street, NW, Suite 1060 North  
Washington, DC 20001**

**CURRENT LAW SCHOOL STUDENTS AND RECENT GRADUATES: We cannot actively consider you for an attorney position until you have passed the DC Bar or the Bar of another state and you are waiver eligible.**

## Application Package

- ☐ Cover letter identifying the positions that interest you
- ☐ Current resume
- ☐ Law school transcript (if out of law school fewer than 7 years)
- ☐ Legal writing sample
- ☐ Three professional references (include current phone numbers)
- ☐ Completed [DC 2000 employment application form](#)
- ☐ Certificate in Good Standing for the DC Bar (original copy with seal)

OR

- ☐ **Proof of Waiver Eligibility\***

\*You are eligible to waive into the DC Bar if you:

- are a graduate of an accredited Law School, and
- are a member in Good Standing of a State Bar > 5 years
- are a graduate of an accredited Law School, and
- are a member in Good Standing of a State Bar < 5 years, and
- received a scaled MBE score of at least 133, and
- received a scaled MPRE score of at least 75;  
**provide copy of scores with application**

All positions are open until filled, unless otherwise specified. **The Office of the Attorney General is an Equal Opportunity Employer.**